

# ***Committee for Public Counsel Services Children and Family Law Program***

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## **MEMORANDUM**

To: \_\_\_\_\_  
Fr: Andrew Cohen and Andrew Hoffman, Staff Attorneys  
CPCS Children & Family Law Program  
Re: Collateral Representation Request

Date: \_\_\_\_\_

If you are seeking authorization for CPCS payment for collateral representation (*i.e.*, representation of your client in a court and matter other than the court and matter in which you were appointed), kindly fill out this form or send a letter setting forth the information requested. If you represent a parent, please send the form or letter to Andrew Cohen; if you represent a child, please send the form or letter to Andrew Hoffman. The fax number for either of us is (617) 988-8455. (Please note that you do not need permission to defend or prosecute a guardianship petition in juvenile court if you were appointed in the underlying care and protection case; however, once the care and protection case is dismissed, closed or “off-listed” you may no longer represent your client on the guardianship matter.)

*[Please type or print]*

1. Your name:
2. Office address:
3. Phone number:
4. Fax number:
5. NAC number:
6. Client name(s) and relation to child (*i.e.*, child, father, mother, guardian):
7. Child(ren)’s name(s):
8. Court in which you were appointed to this client:

9. Court in which collateral matter is/will be filed:
10. Nature of collateral matter (*i.e.*, divorce, paternity, modification, custody, guardianship):
11. Will collateral matter be contested by DSS or by any other party (please specify)?
12. In a couple of sentences, please explain how the collateral matter will impact or resolve the matter for which you were appointed. (For example: "DSS has no objection to father getting custody. Once he obtains custody of his son pursuant to a modification of his divorce decree in probate court, DSS will agree to dismiss the care and protection proceeding in juvenile court." Or: "The juvenile court will not order guardianship for grandmother unless the probate court first vacates a prior guardianship order for Aunt Susan."). If more information is necessary, feel free to provide it.